

Operational Protocol for Returning to Building Use (Green Phase of Reopening)

This protocol has been developed by Church Council and our priority is to help ensure the safety of all who come into the building for worship or other ministry work.

In this phase of reopening we'll continue to increase building use with the return of more ministries. Social distancing, face coverings and diligent disinfecting will be our main tools to combat the spread of covid-19. We'll continue to follow state Department of Health and CDC guidance. Live streaming of worship will continue, even as we open the sanctuary for worship. Zoom meetings will still be an option for groups that prefer not to use the building. Seniors and vulnerable people should continue to be cautious in how they reengage in the ministries offered in the church building.

Social Distancing and Face Masks

In this phase of reopening, everyone entering the building must be wearing a face mask and keep it on. The only exceptions to this rule are:

1. Children age two and under.
2. People with medical conditions that would put them in some kind of danger by wearing a mask. For instance, anyone on oxygen. (Because of their risks, these persons are strongly encouraged not to enter the building).
3. Person working by themselves in an office. If two are in the office they both need masks.

Six-foot social distancing will be maintained throughout the building. This includes offices. Various signs throughout the building will remind and enforce this distancing.

Disinfecting

We will continue with the disinfecting process put in place in the yellow phase.

1. Service Master will disinfect restrooms and repro room on a weekly basis.
2. Touch points in meeting rooms will be disinfecting after each meeting, responsibility is with the meeting leader.
3. Saniquat™ disinfectant will be available in all meeting rooms and restrooms.
4. Hosts will disinfect pews between worship services.

Temperature Checking

1. The temperature checking process established in the yellow phase will continue into the green phase of reopening.
2. It will be expanded to include Sunday morning worship.

Room Usage Restrictions

1. In the green phase of reopening we will only use rooms 124 (Heritage Room), 165 (Spirit Café), 170 (Youth Room) and 274 (4th Grade Room) for meetings.
2. These four rooms will be set up with tables and chairs in a manner that will provide six-foot social distancing. Tables and chairs should not be rearranged.
3. The prayer room (room 126) and the Sanctuary will be open.
4. The kitchen will only be used to prepare food to resupply the care freezer
 - a. There is a limit of four people in the kitchen to allow for social distancing and the exhaust fans should be running to create air movement.
5. The library will be open.

Ministry impacts

1. Children's ministries are open.
 - a. Face masks policy applies to all children. Teachers may use either a face shield or a face mask.
 - b. Any toys used should be disinfected with Saniquat™ at end of session.
 - c. Social distancing is preferred but not mandatory.
 - d. Snacks will not be served.
 - e. Traffic will be controlled at drop off and pickup to maintain social distancing.
2. Nursery ministry is open.
 - a. Hands of staff and children washed or sanitized upon arrival.
 - b. Staff must wear face masks.
 - c. Any toddler two years or older must wear a face mask.
 - d. Traffic will be controlled at drop off and pick up to maintain social distancing.
 - e. Tables, chairs and counters disinfected with Saniquat™ upon arrival and before leaving.
 - f. Toys set aside after use to be washed and disinfected, hard to wash toys will be taken out of use.
 - g. No snacks will be provided.

- h. Each family will need to provide their own labeled sippy cup or bottle.
 - i. Any child teething should provide their own teether from home.
 - j. Staff will be taught to follow the CDC guidelines for diapering.
- 3. Youth ministries may operate, but not events which preclude social distancing.
- 4. Outside groups can use the building.
 - a. They must agree to follow our green phase protocol, with special emphasis on temp checking, face masks, social distancing and disinfecting after a meeting.
- 5. Senior adult ministries can operate.
 - a. All protocols for face masks, social distancing, no food or drinks, temperature checking, etc. will be followed
- 6. Worship services are allowed in the sanctuary. We will continue to live stream services.
 - a. Temperature checking will be done as people enter the building.
 - b. The welcome center will not be staffed.
 - c. Face masks must be worn throughout service.
 - i. Singers and speakers may remove their masks when on the platform or stage, but must put them on when they leave the stage.
 - ii. Musicians only playing instruments should have their masks on while playing.
 - iii. Six-foot distancing should be maintained by persons on the platform.
 - d. Every other pew will be used and 6-foot between family groups.
 - i. Every other pew will be roped off so there is an empty pew between occupied pews.
 - ii. To maintain six-foot between family groups hosts/ushers will need to be careful how they seat people. If a family of four occupies a pew only a few pews are long enough to put an additional person at the opposite end.
 - e. Bibles, hymnals, tissues, pens etc. removed from pew racks.
 - f. Welcome cards will not be used.
 - g. There will not be worship bulletins or any printed materials for handing out in either the sanctuary or the lobby.
 - i. Only exception is "Our Daily Bread" which may be available at the welcome center.

- h. Hosts will guide entrance and exit to prevent crowding in the aisles.
 - i. Hosts will lead people to a pew to insure we're maintaining six-foot between family groups within the pew.
 - ii. Hosts will remind people as they are seated that face coverings must remain on for the entire service.
 - iii. At the end of the service hosts will dismiss people pew by pew similar to a wedding or funeral starting at the back of the sanctuary.
- i. People will be encouraged not to socialize for extended times in the lobby.
- j. No gathering in the spirit café before, during, or after services.
- k. Only seating in the lobby/ narthex will be the metal bench and a few plastic chairs.
- l. All doors will be held open to minimize touch points.
 - i. One outside door on both the east and west side of the lobby will be propped open and people will be directed to this door for the temperature checking process.
 - ii. All sanctuary doors will be braced open and left open during the worship service.
- m. Hosts will disinfect the pews between services (wipe the wood backs that people tend to hold onto as they stand and the arms at the end of pews with a rag moistened with Saniquat™) The fabric of a pew cannot be easily disinfected so do not spray it with Saniquat™.
- n. Hosts will also disinfect the railings in the stairways leading to the balcony before the 10:00 service.
- o. Offering will be collected in boxes placed at the back of the sanctuary or in baskets at the doors in the balcony. People can place their offering in these boxes or baskets either before or after the service.
 - i. After the worship service two members of the host team wearing gloves will transfer the offering to the money pouches and then to the safe.
- p. All HVAC air handlers will be kept running during the service and outside air dampers will be left open to bring in the maximum amount of outside air.
- q. Pastors should make the following reminders at the beginning of each service:
 - i. Face masks must be left on during the service, even when singing.

- ii. We are following CDC and state Department of Health guidelines to keep everyone safe. This includes:
 1. Temperature checking everyone.
 2. Face masks.
 3. Social distancing and minimizing grouping in the lobby before or after the service.
 4. Disinfecting pews and restrooms between services.
 5. We are bringing in the maximum amount of outside air with our air conditioning system.

General Considerations

1. All drinking fountains will be kept off.
2. No food or beverages should be shared in meetings.
 - a. Coffee and other beverage machines in spirit café will be kept off.
3. Upholstered seating will be removed from the lobbies, and library since it is harder to disinfect.
4. No common shared materials should be used such as HUMC Bibles, hymnals, clipboards, pens etc.
5. If printed materials are to be passed out at a meeting they should be left on a stack for each participant to pick up as they enter. (The best practice would be to email the materials to participants prior to meeting).
 - a. Although the goal is to minimize the use of printed materials, it is acceptable for children's and preschool to use printed materials but care and attention should be paid to not passing papers between children or leaving papers behind in the rooms for others to pick up and dispose.
6. Singing should not be done within a meeting unless the meeting is in the sanctuary.
7. Rest rooms will have signage/ barriers to maintain social distancing.

Reaction if a Person Tests Positive

1. It is expected that anyone having any symptoms would refrain from entering the building.
2. Per CDC guidance, a person has the potential to be infectious up to 48 hours prior to symptoms appearing. Based on this, if a person tests positive or is presumed positive, and knows they have been in the building in the 48 hours before their symptoms appeared or their testing, we ask that they notify Jeff

Pijanowski, director of operations, at 717-285-5156, ext. 224, or at JPijanowski@HempfieldUMC.org.

3. The director of operations will determine what rooms or meetings they've attended within the 48 hours prior to their symptoms appearing.
4. In consultation with Lead Pastor John Longmire, a decision will be made if rooms need to be shutdown to allow time to disinfect. If their notifying us is within 48 hours of their last time in the building the need to shutdown is high.
5. If rooms are shutdown they will be off limits to everyone except an outside contractor who specializes in disinfecting. This contractor will be called in to disinfect any areas this person was in for 15 minutes or longer.
6. Keeping the person's name confidential, the staff should be informed we've had an incident, providing the dates, rooms impacted and any additional information needed.
7. Decisions to shut down ministries or notify the congregation will be made by the Lead Pastor in consultation with those he deems appropriate.